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# 13

## *NFC Feeder Systems*

### **What is a Feeder System?**

The National Finance Center (NFC) has established various administrative payment, billing, and collection systems to facilitate recording obligation, payment, receivable, and collection documents in the Central Accounting System (CAS). The systems establish proper controls so that only valid transactions are recorded in the financial records. Once the transaction is processed by the administrative system, the data is “fed” (thus the term “feeder system”) into CAS.

The Directives and Analysis Branch (DAB) at NFC has documented many of the feeder systems, including an explanation of the procedures and forms to be completed. Each chapter includes a description and sample of each report generated by the feeder system and a list of Agency responsibilities.

### **Feeder Systems Used by APHIS**

The chart below identifies the documented feeder systems used by APHIS, forms used to establish master file records at NFC, and their corresponding NFC Chapter.

Acronym	Feeder System Name	Forms Used	NFC Publication		
			Title	Chapter	Section
ABCO	Administrative Billings and Collections	AD-673	III	Chapter 4	
BLCO	Billings and Collections Program	AD-844	III	Chapter 1	
CRED	Gasoline Credit Card System	AD-568	II	Chapter 3	Section 2

Acronym	Feeder System Name	Forms Used	NFC Publication		
			Title	Chapter	Section
FEDS	GSA Federal Standard Requisition	AD-633, GSA 1781	II	Chapter 4	Section 1
FTSP	Federal Telecommunications Payment System	AD-955	II	Chapter 4	Section 5
IMPF	Imprest Fund System	OF1129 AD-358 AD-359	II	Chapter 6	Section 1
MISC	Miscellaneous Payments	AD-757	N/A- FSO inputs documents		
MPOL	GSA Motor Pool System	AD-643	II	Chapter 4	Section 2
OPAC	Online Payment and Collection System	SF-1130	II	Chapter 6	Section 6
PRCH	Purchase System	AD-838	II	Chapter 5	Sections 1 and 2
TELE	Telephone Vendors System	AD-474	II	Chapter 3	Section 3
TRAN	GTR and GBL Transportation	SF-1169 SF-1103	II	Chapter 2	Sections 3 and 4
TRVL	Travel System	AD-202 AD-616	II	Chapter 2	Section 1
UTVN	Utility Vendors System	AD-474	II	Chapter 3	Section 1

### **NFC Manuals- Title II and III**

This chapter is intended to provide an overview of the various feeder systems and provide the user with the major requirements of each system. Refer to NFC's Title II - Voucher and Invoice Payments Manual, and Title III - Billings and Collections Manual as a reference guide for details about each system.

Each APHIS office should have a set of the sections referred to above. As DAB, NFC, updates a given section, DAB will issue the updated information in the form of bulletins or amendments to holders of that section.

**Keeping Them Up-To-Date**

As part of our effort to keep the Budget and Accounting Manual up-to-date, we will notify you when updates occur. If you do not receive an update from NFC, contact the Financial Systems and Services Branch, BAD, at 301-734-6619.

**ABCO- Administrative Billings and Collections**

Title III, Chapter 4 of the NFC Billings and Collections Manual describes the Administrative Billings and Collections System (ABCO). It outlines Agency responsibilities, furnishes instructions for completing required Form AD-673, Request to Bill, and describes and illustrates reports produced by NFC for Agency use.

This system's primary function is to establish receivables and process collections for NFC's in-house systems, usually employee indebtedness and reimbursements. This is called "In-House" ABCO. In-House ABCO receives input from and generates output to several sources:

- ◆ Automated and manual interfaces with other NFC systems (e.g., TRVL for travel advances and PAYE for employee salary offsets);
- ◆ Transmissions to and from another agency's system (e.g., Department of Education);
- ◆ OPAC (Treasury's Online Payment and Collection System) payment and collection data to and from the Treasury Government Online Accounting Link System (GOALS); and

**ABCO- Administrative Billings and Collections (Continued)**

- ◆ Collection data from Lockbox banks.

A secondary function of ABCO is to establish receivables and process transmitted collections from agency systems. This is called "Out-of-House" ABCO. APHIS transmits data from their collection system to NFC weekly.

**BLCO- Billings and Collections Program**

Title III, Chapter 1 of the NFC Billings and Collections Manual describes the system designed for billing and collecting fees charged for services associated with APHIS programs, such as import or export inspection of plants and animals. It outlines Agency responsibilities, furnishes completion instructions for required forms, and describes and illustrates reports produced by NFC for Agency use.

Among the responsibilities listed in the NFC publication, APHIS offices must:

- ◆ Assign account numbers to debtors and inform NFC via Form AD-844, Billings and Collections Account Maintenance.
- ◆ Monitor reports and follow up with delinquent debtors to expedite payments. Notify NFC when delinquent debtor should be placed in claim status.

APHIS uses BLCO to record Plant Protection and Quarantine (PPQ) reimbursable overtime, Agricultural Quarantine Inspection fees, and Veterinary Services User Fees. Information from APHIS Form 89, Report of Reimbursable Inspection and Quarantine Services, and 81, Statement of Services, is transmitted to NFC for entry into BLCO. The charges accumulate against the customer's account and on a monthly basis, BLCO produces a bill for the account balance. Collections are transmitted to BLCO from several NFC lockboxes. Please refer to Chapter 10 of this manual for more information about APHIS billings and collections.

**CRED- Gasoline  
Credit Card System**

Title II, Chapter 3, Section 2 of the NFC Voucher and Invoice Payments Manual outlines the procedures for managing the gasoline credit card. Standard Form 149, U.S. Government National Credit Card, is used by all Federal Government agencies to purchase gasoline products and services. The General Services Administration (GSA), which provides centralized management of the gasoline credit card program for the Federal Government, has given NFC the authority to centralize issuing and controlling the credit card among USDA agencies. Each USDA credit card is embossed with 0038 as the first four digits of the accounting number.

NFC administers the centralized gasoline credit card program within USDA. Bills flow directly from petroleum companies to NFC to be processed for payment. The 10-digit card number ties to a specific APHIS accounting code so that obligations can be properly recorded.

APHIS officials responsible for operating APHIS-assigned motor vehicles can order their credit cards from NFC by submitting Form AD-568, Transmittal- Gasoline Credit Card.

Refer to the NFC Manual for line-by-line instructions on completing the Form AD-568. Note APHIS' responsibilities concerning processing an AD-568. Among the responsibilities listed in the NFC publication, APHIS offices must:

- ◆ Review the acceptance report forwarded by NFC to verify the credit card account has been correctly established.
- ◆ Destroy inactive credit cards to prevent illegal use.

**FEDS - GSA Federal Standard Requisition**

FEDS, also referred to as FEDSTRIP, is a system for procuring supplies and equipment from GSA, Department of Defense (DoD), and Veterans Administration (VA) sources. Title II, Chapter 4, Section 1 of the NFC Voucher and Invoice Payments Manual lists the procedures to follow and instructions for completing the proper forms.

The main forms for requisitioning supplies are Form AD-633, Multiuse Standard Requisitioning/Issue System Document, and GSA Form 1781, Motor Vehicle Requisition-Delivery Order Invoice. AD-633 is used to purchase supplies and materials. Form GSA-1781 is used to purchase motor vehicles through the FEDSTRIP system.

Before purchasing through FEDSTRIP, your office must have an activity address code (AAC). This FEDSTRIP code identifies the agency, activity, and address to which material, documentation and billing are sent. The Field Servicing Office (FSO) is the central contact point for matters involving AACs for APHIS. GSA will honor only requests from an FSO contact point.

Refer to the procurement chapter of the FSO Customer User Guide for more information on establishing an activity address code for your office.

The Fast Acquisition Supply Terminal (FAST) is another alternative to purchasing FEDSTRIP items found in the GSA supply catalog. It eliminates all forms and has become the preferred method for ordering GSA office supplies. With the FAST system, FSO serves as an intermediary transferring the information from the requesting office to NFC. See the FSO Customer User Guide for more information on using FAST.



### **FTSP - Federal Telecommunications Payment System**

FTSP was specifically designed for use by agency offices who occupy space in a Federal office building serviced by GSA. Agency officials in these offices apply directly to GSA for commercial telephone service installation. After GSA assigns a customer number, the office must submit Form AD-955, GSA Telephone Transmittal, to NFC to establish the new customer number in the Customer Number Master File.

FTSP processes commercial telephone tolls and services ordered through GSA and billed through OPAC. TELE processes commercial tolls and services ordered **directly** by an APHIS office from the local telephone company and billed **directly** to NFC by the local company.

Period-end estimates are automatically generated by FTSP based on the previous month's billing. FTSP estimates are automatically reversed by CAS. However, no accounting entry for the reversal appears on the Transaction Register.

Title II, Chapter 4, Section 5 of the NFC Voucher and Invoice Payments Manual includes instructions for filling out AD-955 and NFC-1130 (for charge backs), APHIS' responsibilities regarding FTSP, and reports generated by the system.

### **IMPF- Imprest Fund**

An imprest fund is used when an office has a recurring need to reimburse employees for official business expenses. FSO will assist in establishing the fund. As payments are made from the imprest fund, the Imprest Fund Cashier fills out a Form AD-661, Cashier Sub-Voucher Register. The cashier forwards the original and supporting receipts to NFC along with the OF-1129, Cashier Reimbursement Voucher and/or Accountability Report. A copy is sent to FSO.

Each sub-voucher is recorded individually by accounting code. The Detail Transaction Listing shows the transaction as coming through the IMPF system. The reference field contains the name of the Imprest Fund Cashier, not the employee being reimbursed.

**IMPF- Imprest Fund  
(Continued)**

For more information about establishing an imprest fund, see FSO's Customer User Guide. Instructions for filling out Form AD-661, OF-1129, AD-358, Verification of Imprest Cash, and AD-359, Cashier Account Audit, can be found in Title II, Chapter 6, Section 1 of the NFC Voucher and Invoice Payments Manual. Agency and Imprest Fund Cashier responsibilities, and reports generated by the system also are included in the NFC manual.

**MISC - Miscellaneous  
Payments**

The Miscellaneous Payment System (MISC) handles all types of payments for items obligated by FSO, including fee basis contracts, cooperative agreements, interagency agreements, indemnities, and adjustments submitted on Form AD-757, Miscellaneous Payments System.

FSO enters data from supporting documents into front-end FSO feeder systems (CASINN, CASPAY, Billings, and Collections), or fund holders enter data directly into PC-CASPER, and the information is electronically transmitted to NFC. NFC schedules the payments to the vendors.

Refer to the FSO Customer User Guide for instructions on filling out AD-757 and for more information on using PC-CASPER.

**MPOL- GSA Motor  
Pool System**

This section describes APHIS' participation in the USDA's centralized motor pool system. When an APHIS office needs a Government car, the office will apply to GSA for a Billed Office Address Code (BOAC). Once the GSA Motor Pool BOAC number is established, the APHIS office submits Form AD-643, Transmittal-GSA Motor Pool, to NFC to establish the BOAC master file record. Using the information on Form AD-643, NFC creates an MPOL account on a computer master file. Once the account is set up in MPOL, NFC can accept charges from GSA through OPAC.

The AD-643 is used to add a new account, change or correct information for an account already on file, or delete an account from the file. Refer to Title II, Chapter 4, Section 2 of the NFC Voucher and Invoice Payments Manual which lists the procedures to follow and instructions for completing Form AD-643.

**MPOL- GSA Motor  
Pool System  
(Continued)**

NFC generates a GSA Motor Pool Transmittal Proof Listing each time an office submits an AD-643. The listing should be reviewed by the submitting office to ensure that all requested data was properly entered into the computer master file. Correct errors by submitting a new Form AD-643.

See the NFC procedures for a complete list of APHIS responsibilities, report description, and sample reports.

**OPAC - Online  
Payment and  
Collection System**

The OPAC system is an automated method used by Federal Government agencies to collect payments from other Government agencies for goods and services through GOALS. OPAC is widely used by USDA to transfer funds between Agency Location Codes (ALC's).

A recent Department policy states that agencies will obtain their own ALC at the time they are implemented into the Foundation Financial Information System (FFIS).

See the NFC procedures, Title II, Chapter 6, Section 6, for a complete list of APHIS responsibilities, report description, and sample reports.

**PRCH - The Purchase  
System**

PRCH provides a computerized method for procuring goods and services from commercial supply sources using Form AD-838, Purchase Order. The system establishes controls for subsequent receipt of and payment for the goods and services. PRCH does not handle over-the-counter purchases (which are handled by third party drafts through MISC), Imprest Fund purchases, OPAC purchases, or GSA Federal Standard Requisition (FEDS) purchases.

**PRCH - The Purchase System  
(Continued)**

Refer to Title II, Chapter 5, Section 1 of the NFC Voucher and Invoice Payments Manual for line-by-line instructions on completing the Form AD-838. Pay close attention to the criteria set by NFC for the type of transaction (i.e., fixed price, fixed quantity, one-time payment, or recurring monthly payments). Also, note APHIS' responsibilities concerning processing an AD-838. Among the responsibilities listed in the NFC publication, APHIS offices must:

- ◆ Acknowledge receipt of procurement items by submitting a receipt notification to NFC.
- ◆ Contact the seller with inquiries such as receipt of damaged goods, non-receipt of goods, and delivery dates.
- ◆ Respond promptly to all NFC inquiries including obligation of funds, delinquent receiving reports, procurement authorizations, and amendments because of tolerance failures.

Filling out the AD-838 properly is very important. This multipurpose document serves as the primary input document, a receipt notification, and the seller's invoice. Direct any inquiries of processed purchase orders to the NFC Inquiry Section.

PRCH generates periodic reports, letters, and check enclosure information to APHIS and to vendors. The reports are part of the checks and balances in place to ensure that NFC is complying with the Prompt Payment Act and avoiding interest penalties. Therefore, it is important that APHIS promptly respond to these reports. In this way, NFC can process payments of a vendor's invoice. NFC's procedures include a description of each report generated from PRCH.

**TELE - Telephone  
Vendors System**

The services covered by this payment system include telephones, long lines, radio or circuit leases, telephone credit cards, and other telephone-related services provided by a commercial telephone company. NFC will maintain a computer master file for each commercial telephone service provided to APHIS.

Each office receiving or requesting commercial telephone services must complete Form AD-474, Transmittal-Telephone and Utilities, and submit the completed form to NFC. The AD-474 provides the necessary data for NFC to establish and maintain a master file for each commercial vendor. The AD-474 can be used to add a new account, to change or correct information for an account already on file, to delete an account from the file, or to change a T&A contact point for the account. When completing the AD-474, certain data elements should be reviewed to ensure accuracy of data.

Whenever the accounting classification code has changed, an AD-474 must be completed and submitted to NFC. NFC automatically updates the first digit of the accounting classification code established in the master file as part of the end-of-year processing. All other changes must be submitted on the AD-474.

NFC generates a Utility Transmitted Proof Listing each time an AD-474 is processed. The listing is submitted to the office that prepared the AD-474. The proof listing should be reviewed to ensure that all requested data was properly entered into the computer master file. Errors discovered during the review of the proof listing should be corrected by the submission of a new AD-474 using action code 2 in block 4.

Instruct all vendors to submit the original invoices for services rendered directly to NFC. This ensures that there is no delay in the invoices being paid. The direct submission of invoices to NFC reduces the possibility of the Agency being subject to interest penalties for late payment.

**TELE - Telephone  
Vendors System  
(Continued)**

NFC generates an estimated obligation for each account maintained on the telephone master file. The estimated obligation is based on the payment history of each account. It will appear in the accounting records and will cover the time period from the last invoice paid through the current month. TELE estimates are automatically reversed by the CAS. However, no accounting entry for the reversal appears on the Transaction Register.

The detailed procedures for establishing and changing a commercial telephone account are contained in the NFC Voucher and Invoice Payments Manual, Title II, Chapter 3, Section 3.

**TRAN -Transportation  
System**

TRAN primarily deals with the following forms of transportation issuances or requests:

- ◆ Government Travel Request (GTR), used for the transportation of people.
- ◆ Government Bill of Lading (GBL), used for the transportation of goods.
- ◆ Commercial Bill of Lading, used for the transportation of commercial type shipments not in excess of \$100 per shipment.

Refer to NFC Voucher and Invoice Payments Manual, Title II, Chapter 2, Section 3 for a list of Agency responsibilities, completion instructions for Form SF-1169, Government Travel Request, and examples of reports produced when processing the GTR.

Refer to Title II, Chapter 2, Section 3 for a list of Agency responsibilities, completion instructions for Form SF-1103, Government Bill of Lading, and examples of reports produced when processing the GBL.

**TRVL -Travel System**

Employees authorized to travel on business for APHIS must keep a record of expenditures properly chargeable to the Government in order to obtain reimbursement. Title II, Chapter 2, Section 1 of the Voucher and Invoice Payments Manual provides detailed instructions to travelers on obtaining reimbursement for expenses incurred during official travel.

The manual describes how to authorize travel using AD-202, Travel Authorization, how to prepare Form AD-616, Travel Voucher, and how to request a travel advance. It also lists responsibilities of the APHIS traveler and approving official. The Travel System produces reports to assist agencies in monitoring and controlling travel payments. Samples of these reports and a description of each are in the NFC procedures manual.

Please refer to travel regulations for more information.

**UTVN - Utility  
Vendors System**

The utility bills covered by this payment system include electric, gas, water, sewer, and other municipality services. NFC maintains a computer master file for all commercial utility services provided to APHIS. Contractual arrangements with private contractors are processed through the Miscellaneous Payment System at FSO. Utility services arranged through GSA are processed through OPAC.

Every APHIS office receiving or requesting commercial utility services must submit a completed Form AD-474, Transmittal-Telephone and Utilities, to NFC. The AD-474 provides NFC with the information required to place the account on a computer master file. Once the account is set up in the computer master file, invoices from utility companies should be submitted directly to NFC for payment.

The AD-474 can be used to add a new account, change or correct information for an account already on file, delete an account from the file, or change a T&A contact point for the account. When completing the AD-474, certain data elements should be reviewed to ensure accuracy of data.

**UTVN - Utility  
Vendors System  
(Continued)**

When ordering or contracting for the utility service, the office should determine the best estimate of the amount to be billed each month. This amount is entered on the computer master file to allow NFC to monitor each bill. If the original estimate is significantly higher or lower than the actual vendor bill, the Agency office should submit a new AD-474 to raise or lower the "Maximum Bill Amount" to reflect as nearly as possible the actual billing.

The accounting classification codes recorded on the AD-474 are used by NFC to record payment data from vendor invoices processed. It is important to review the accounting classification code to ensure that payments are recorded to the proper code(s).

Whenever the accounting classification code needs to be changed, an AD-474 must be completed and submitted to NFC. NFC will automatically update the first digit of the accounting classification code established in the master file each fiscal year. All other changes must be submitted on a new AD-474.